

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: June 13, 2016
CC: All Departments



Town Administrator: This past week's activities include a Department Head meeting on Tuesday and preparation for Thursday's Select Board meeting. I was out of the office from Wednesday noon through Friday attending the annual Municipal Managers' conference. The conference provided me with beneficial information regarding regionalization and inter-municipal cooperation going on in the state, an update of this year's NH legislative session and laws and regulations relative to UASs (Unmanned Aircraft Systems) or drones. This coming week will include preparation for the Select Board meeting on Thursday, an interview with a law firm that is a candidate for Town Counsel and a hearing on amending the parking on Old Route 109 on Thursday. Work continues on issuing and awarding several contracts for equipment purchases and construction projects across Town departments. The DPW Director Search Committee will meet next week to discuss applicants and possibly schedule interviews. Have a great week everyone!

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Ditching and stump removal was done on Red Hill Road. A few trees were cut and chipped, as well as a reported downed tree on the road was removed. A culvert on Bodge Hill Road was completed and the pavement was cut out on Redding Lane, Marvin, and High Haith Roads project zones in preparation for the culvert work there. The Freightliner was transported to Lewiston, ME for work and truck #15 was picked up after the repairs had been completed. Long Island Beach was raked and Bodge Hill Road was graded. The crew picked up and distributed 2 pallets of water to Town buildings. Agent Kinmond worked with the Town Engineer to finalize the 2016 Road Program treatments in preparation for bidding. He also discussed road project work plans with Foreman Wakefield along with the Freightliner fit up and the one ton truck bid. Agent Kinmond received the applications for the DPW position and provided available times to meet.

Facility & Grounds Division: Playground, Lee's Mills Landing, backside of PSB, the guardrail area at Town Hall and the Transfer Station all received a cut and trim this week. Floor drains at the PSB were unclogged, a water leak was checked into at the Recreation Department, a vent pipe was installed at the Neck Fire Station, a door magnet was added to the back side of a restroom door at the PD, the screen door was removed from the guard shack at LI Beach for repairs, the street flags in Town received maintenance and Grounds Leader Emerton assisted Recreation in preparation for the summer camp at the Playground.

WMF Division: American flags were picked up for the flag burning ceremony in Londonderry, NH for Flag Day. We had a small farewell celebration for Nick Bassett on Monday as it was his last day. We moved the electronics from the storage trailer to the main building to make less handling for the crew and easier to stage for pick up. The crew moved the refrigerators, A/C units, dehumidifiers and freezers to the pole barn. We shipped out a 50 yd container of scrap metal, 1 C&D, 1 MSW, and 3 containers of single stream recyclables. The last load of baled recyclables (42) was shipped this morning.

Other Items to Report: DPW Office Clerk Hoyt and WMF Supervisor Filpula attended the HHW meeting in Meredith for this year's event to be held at the Highway garage on Saturday, August 6th. Topics discussed were new ways to get the word out, decreasing the so-called "carpooling" of items brought and also ways to allow people to donate on the day of the event instead of just online or by mail.

Moultonborough Police Department: The Moultonborough Police Department recorded 491 log entries, which included the following calls for service, 70 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 2 complaints, 2 MV Accidents, 3 MV Complaints, 4 residential alarms, 3 commercial alarms and 1 K-9 complaint.

Training: June 7th, Chief Wetherbee and Sgt. Fulton attended IMC training. June 8th, Comm. Spec. Kathy Lord attended Dispatch Stress training.

Moultonborough Fire Department: Year to date there has been 336 calls for emergency service. For the period of 6/03/20 to 6/09/20 there were 11 calls for service: (6) EMS calls, (1) Power line down, (1) Assist the invalid, (1) Dispatched & Cancelled en-route, (2) Fire alarm activation-malfunction. Moultonborough received automatic aid from Center Harbor on 2 incidents during this time period.

Overall Average Response Time (time of dispatch to apparatus/rescue on scene) 15:51 min/sec

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (time of dispatch to apparatus/rescue on scene) 5:14 min/sec

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (time of dispatch to apparatus/rescue on scene) 13:40 min/sec

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

There was one instance of overlapping incidents (two incidents ongoing simultaneously)

Office of Development Services Planning: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Last Tuesday, MRD hosted a local track meet for the Granite State Track program with seven towns participating. Moultonborough's team will travel to Interlakes for the last local meet, on Tuesday, June 14. On Saturday, June 18, the team will travel to Rochester, for regional meets and qualifiers will move on to the state meet, on June 24. The registration deadline for summer day camp is on Wednesday, June 22. Summer staff training will resume next week, June 21-June 23, for counselors and lifeguards. As part of staff training, MRD has scheduled a Meet and Greet session, on Wednesday, June 22 at Playground Dr., from 6-7 p.m. Campers will have a chance to meet their counselors before camp starts, as well as pick

up their camp T-shirt. Parents will be given the parent handbook at this time. The first day of camp is Monday, June 27. Session 1 of Tennis & Swimming lessons also begin that day. MRD staff is looking forward to another great summer!

Important Dates to Remember

Board of Selectmen's Meeting, June 16, 2016, 7 PM

Board of Selectmen's Work Session, June 23, 2016, 4 PM

Independence Day - All Non-Essential Departments Closed, July 4, 2016

Staff Meeting, Tuesday – July 5, 2016, 9 AM